

Commit to Efficiency Resource Kit

Step 1. **Commit to efficiency.**

Open this resource kit, register your commitment at femp.energy.gov/commit, and review your Commit to Efficiency materials.

Step 2. **Push for efficiency.** Buy and specify energy-efficient products for every purchase.

Step 3. **Spread the word!** Tell your colleagues to commit to efficiency, and ask your suppliers for exclusively energy-efficient products.

Procuring Energy-Efficient Products

Federal mandates require that Federal agencies purchase energy-efficient products. To help agency buyers meet these requirements, the Federal Energy Management Program (FEMP) maintains a list of FEMP-designated and ENERGY STAR®-qualified product categories found frequently in Federal facilities. Refer to the legend to see which program covers each product category. For more information on these products and requirements, visit www.femp.energy.gov/coveredproducts.

Legend of Energy-Efficient Product Programs

- **ENERGY STAR**
- ▲ **FEMP-Designated**
- ◆ **Low Standby Power**
- **Electronic Product Environmental Assessment Tool (EPEAT)**



Heating & Cooling (Space & Water)

Commercial Space Heating and Cooling

- Boilers ▲
- Central Air Conditioners ■
- Chillers
 - Air-Cooled Electric ▲
 - Water-Cooled Electric ▲
- Air Source Heat Pumps ■

Commercial Water Heating

- Gas Water Heaters ▲

Residential Space Heating and Cooling

- Room Air Conditioners ■
- Central Air Conditioners ■
- Boilers ■
- Fans
 - Ceiling ■
 - Ventilation ■
- Gas Furnaces ■
- Heat Pumps
 - Air Source ■
 - Ground-Source ■

Residential Water Heating

- Electric Resistance Storage ▲
- Heat Pump ■
- Gas Condensing ■
- Storage ■
- Whole-Home Tankless (Instantaneous) ■
- Solar ■



IT & Electronics

Information Technology

- Computers
 - Desktops and Workstations ■◆●
 - Notebooks and Integrated Computers ■●
- Displays and Monitors ■●
- Enterprise Servers ■
- Imaging Equipment
 - Copiers ■
 - Digital Duplicators ■

- Fax/Printer Machines ■◆
- Mailing Machines ■
- Multifunction Devices ■
- Printers ■
- Scanners ■

Electronics

- Audio/Video ■
- Televisions (TVs) ■
- Battery Chargers ■
- Cordless Phones ■◆
- Set-Top and Cable Boxes ■



Lighting

- Exterior Lighting ▲
- Fluorescent Ballasts ▲
- LED Lighting (Commercial) ■
- Light Bulbs
 - Compact Fluorescent (CFL) ■
 - Light Emitting Diodes (LED) ■
- Luminaires
 - Fluorescent ▲
 - Downlight (Commercial) ▲
 - Industrial (High-Bay) ▲
- Light Fixtures (Residential) ■
- Decorative Light Strings ■



Commercial Food Service Equipment

- Dishwashers (Commercial) ■
- Fryers ■
- Griddles ■
- Hot Food Holding Cabinets ■
- Ice Machines
 - Air-Cooled ■
 - Water Cooled ▲
- Ovens (Commercial) ■
- Refrigerators and Freezers (Commercial) ■
- Steam Cookers ■
- Pre-Rinse Spray Valves ▲
- Beverage Vending Machines ■



Appliances

- Clothes Washers (Commercial) ■
- Clothes Washers (Residential) ■
- Room Dehumidifiers ■
- Dishwashers (Residential) ■
- Refrigerators (Residential) ■
- Freezers (Residential) ■
- Room Air Cleaners and Purifiers ■



Other

Building Envelope

- Cool Roofing Products ■
- Windows, Doors, and Skylights ■

WaterSense Plumbing

- Faucets, Showerheads, Toilets, and Urinals

Miscellaneous

- Water Coolers ■

Additional Guidance

- Centrifugal Pumping Systems
- Lighting Controls

Suspended Categories

- Electric Motors
- Distribution Transformers
- Fluorescent Tube Lamps

Illustrations from iStock/4701623, 9363216, 17534402, 6935827

Commit to Efficiency: Join the Campaign

I, _____, support the Federal Government's leadership by example in energy efficiency. I pledge to participate in the Federal Commit to Efficiency campaign and do my part to ensure that Federal purchases are energy efficient. Together, we can save millions of dollars and more than 2,000 gigawatt-hours annually.

Email address: _____

Send your completed
commitment to
Amanda.Sahl@ee.doe.gov

Commit to Efficiency Campaign
c/o Amanda Sahl
1000 Independence Ave. SW
EE-2L/FEMP
Washington, DC 20585

Start small; choose one or more specific commitments below. The Commit to Efficiency campaign will help you honor your commitment through valuable online resources and personal connections.

Purchasing and Contracting

I will include FAR part 52.223-15 (or similar language if the FAR does not apply) in all relevant contracts.

Training

I will complete a basic/intermediate (choose one or both) training on energy-efficient product procurement.

I will attend _____ or more (up to 10) product-specific trainings.

I will host local training session(s). (DOE/FEMP will help with presentation materials and Web/phone-based conference services.)

Recognition and Responsibility

I will track my accomplishments toward other Commit to Efficiency actions.

I want to be notified when FEMP's free accomplishment tracking tool becomes available in January 2013.

Specifying and Selecting

I will request energy-efficient products that meet or exceed FEMP-designated or ENERGY STAR® minimum efficiency requirements whenever I specify, select, or ask for an energy-consuming product to be purchased.

Recruiting

I will recruit at least _____ individuals to join the Commit to Efficiency campaign.

What type of individuals will you recruit?

Procurement officials (e.g., contract specialists, GS-1102s, COs, KOs, and COTRs)

Technical experts and/or specifiers (e.g., facility managers and maintenance and operations personnel)

Trainers, recruiters, and influencers (e.g., people who can help increase their colleagues' energy-efficient product purchases)

Commit to efficiency and send your completed form to FEMP today! In one to two weeks you'll receive a welcome email from the Commit to Efficiency campaign. This welcome email will ask you to register online, provide you with a summary of your commitments, and give you the resources you need to get started.

For more information, visit www.femp.energy.gov/commit.

Commit to Efficiency

The Federal Campaign to Buy Energy-Efficient Products

Every year, more efficient-product purchases could save the Federal Government almost a half billion dollars' worth of energy. In these resource-constrained times, the Commit to Efficiency campaign is a way for individuals involved in Federal purchases to make a difference.

The goal of this groundbreaking campaign is to save \$130 million worth of energy (7 trillion BTUs) by December 31, 2013.*

As a campaign participant, you can ensure the products you help buy, choose, and specify are energy-efficient through three simple steps:

1. Commit to efficiency. Register and review your free resource kit.
2. Push for efficiency. Buy and specify energy-efficient products for every purchase.
3. Spread the word! Tell your colleagues to commit to efficiency and ask your suppliers for exclusively energy-efficient products.

What Are the Benefits of Joining the Campaign?

When you register for the Federal Commit to Efficiency campaign, you join a community of problem-solving individuals who can help you meet your energy-efficient product procurement goals. Further, you'll gain an accurate record of your procurement accomplishments by notifying FEMP when you take action to buy, specify, or contract for energy-efficient products. This record can be used in performance evaluations and in interagency award nominations. Finally, you will receive recognition from FEMP, and possibly your agency, for your proven commitment to saving money and power by purchasing energy-efficient products.



Who should join? Federal procurement officials, facility managers, energy managers, architects, technical specifiers, energy auditors, building designers, and engaged building occupants. Sign up online at www.femp.energy.gov/commit. *Photo from iStock/16632870*

Benefits of joining the campaign include:

- Access to basic, intermediate, and advanced training courses
- A free records system that estimates your energy and cost savings and helps you track and share your procurement accomplishments
- Eligibility for Federal-wide and agency-specific recognition programs
- Access to peers who have successfully overcome commonly encountered barriers
- Free resources that help you easily identify compliant products and contracts and push for efficiency.

Who Should Register and Join?

Anyone who procures or specifies energy-consuming products or who influences the procurement, specifying, or sale of energy-consuming products used by the Federal Government can join the Commit to Efficiency campaign. This includes Federal procurement professionals, 1102s, contract specialists, contracting officers, facility managers, energy managers, architects, technical specifiers, energy auditors, designers, and occupants of Federal buildings. Likewise, Federal Government contractors can highlight and promote energy-efficient products when operating, maintaining, or auditing Federal facilities.

* That's the equivalent of taking more than 8,000 average-sized Federal buildings off the grid for a year. Your participation contributes to this goal by ensuring the Federal Government specifies, contracts for, and receives energy-efficient products that exceed FEMP-designated and ENERGY STAR® requirements whenever possible.

You play an important role in energy efficiency. Take the pledge and make change happen! Fill out a paper registration form or sign up online at www.femp.energy.gov/commit.

Alternatively, if you do not directly procure or specify energy-consuming products you can still support the campaign by recruiting those that do and by hosting training sessions. For more information on recruiting and hosting training, contact Amanda Sahl at amanda.sahl@ee.doe.gov or call 202-586-1662.

Are There Resources Available to Help Me Procure Energy-Efficient Products?

Once you register for the campaign, you'll receive a resource kit that includes a list of covered product categories, guidance on writing contracts and technical specifications that yield energy-efficient products, and an explanation of how minimum energy-efficiency requirements are determined. The resource kit also includes information on where to find FEMP buying guidance, cost calculators, and training. Finally, you can turn to members of the campaign community for help with procurement trouble spots.



Can My Entire Agency Commit to Efficiency?

A Federal agency can maximize its benefit from the Commit to Efficiency campaign by making agency-wide commitments. For example, an agency could:

- Set an agency-wide goal for savings reported through the campaign
- Set an agency-wide goal for participation (number of individuals)
- Encourage employees to incorporate campaign energy-savings targets into their performance plans
- Recognize outstanding campaign participants (individuals, offices, or bureaus) who save the most energy and money in the first 6 months of participating
- Share successful internal energy efficiency policies with other campaign participants.

Where Can I Learn More?

For more information about the Federal Commit to Efficiency campaign, visit www.femp.energy.gov/commit, or email Amanda Sahl at amanda.sahl@ee.doe.gov at the U.S. Department of Energy.

How Can I Sign Up?

To register for the Commit to Efficiency campaign, visit www.femp.energy.gov/commit.

Resources

When you commit to efficiency, you gain access to free resources, training, and technical assistance, such as:

- Covered Product Categories List:
www.femp.energy.gov/pdfs/eeprod_categories.pdf
- Buying Guidance:
www.femp.energy.gov/technologies/eep_purchasingspecs.html
- Cost Calculators:
www.femp.energy.gov/technologies/eep_eccalculators.html
- New and Underutilized Technologies:
www.femp.energy.gov/technologies/new_technologies.html
- Outreach and Training:
www.femp.energy.gov/training/
- Commit to Efficiency Campaign:
www.femp.energy.gov/commit
- Standby Power Data Center:
www.femp.energy.gov/technologies/standby_power.aspx

FEMP is here to help. Resources are consistently updated and supplemented, so visit the FEMP website at www.femp.energy.gov/procurement often. For more information about energy-efficient product procurement, contact Amanda Sahl at amanda.sahl@ee.doe.gov.

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Buy Energy-Efficient Products

A Guide for Federal Purchasers and Specifiers

Efficient product purchases can really add up. In a single year, they could save the Federal Government almost a half billion dollars worth of energy.

Every day, Federal employees and contractors make product choices. With each choice comes an opportunity to capture ongoing savings through the purchase of energy-efficient products. By purchasing products that exceed required efficiency levels, you save the government even more energy and money.

Purchase Requirements

The U.S. Government must purchase energy-consuming products that meet or exceed the efficiency levels designated by the U.S. Department of Energy (DOE) Federal Energy Management Program (FEMP) and ENERGY STAR. DOE conducts rigorous market analysis to ensure that compliant products are cost-effective and represent the upper 25% of their

Do the requirements apply?

Will energy-consuming products be:

- Delivered
- Acquired by the contractor for use in a Federal facility
- Furnished by the contractor for use by the government
- Specified in the design of a building or work
- OR incorporated into its construction, renovation, or maintenance?

Are any of the energy-consuming products covered? Check the covered-product categories list at www.femp.energy.gov/coveredproducts.

If you answered YES to both questions, the contract must include FAR Clause 52.223-15.



FEMP estimates that Federal purchases of energy-efficient products could have saved the government a half billion dollars in 2011. *Photo from: iStock 17416102*

class in energy efficiency. Purchasers can also estimate the life-cycle cost (and energy savings) of the products they are considering using the calculators available at www.femp.energy.gov/calculators.

Over the past 20 years, Congress and multiple Presidents have established energy-efficient product procurement requirements. These laws and executive orders (E.O.s) are codified in 42 U.S.C. 8259 and the Federal Acquisition Regulation (FAR) part 23.2 and 52.2223-15¹. Many agencies have also incorporated energy-efficient product procurement requirements into their internal policies and rules.

Insist on Energy Efficiency

Federal employees and contractors must be engaged in the way they request and receive products. For example, if you are requesting products, be sure to ask for ENERGY STAR-qualified or those that meet the FEMP-designated efficiency requirements. Additionally, when writing technical specifications, be sure to reference the relevant FEMP-designated or other efficiency requirement. Alternatively, when receiving products, verify they are energy-efficient. Look for the ENERGY STAR label, or check the technical specification to make sure it meets FEMP-designated efficiency requirements.

It is also important for Federal employees to write contracts that comply with energy-efficient requirements.

Write Compliant Contracts

Whenever applicable (see sidebar), insert Clause 52.223-15 into the contract, and develop appropriate evaluation criteria to ensure delivery of compliant products. Doing so will comply with FAR part 23.2 and extend efficiency requirements to contractors. When receiving bids or quotes, request product technical specifications sheets from manufacturers or salespeople to make sure they meet or exceed minimum energy-efficient product procurement requirements.

Find Funding

In many parts of the United States, utilities, states, and other sources offer rebate and incentive programs to encourage the use of energy-efficient products. FEMP researches these programs on a state-by-state basis to help Federal agencies meet their energy management goals. To find out what incentive programs are available in any area, visit www.femp.energy.gov/energyincentives.

¹ www.eere.energy.gov/femp/technologies/eep_modelang.html

Federal agencies can also use a variety of financing tools to pay for energy projects. These funding tools include Energy Savings Performance Contracts (ESPCs), Utility Energy Services Contracts (UESCs), and Power Purchase Agreements (PPAs). FEMP supports Federal agencies in identifying, obtaining, and implementing project funding for energy projects. More information about this support is available at www.femp.energy.gov/financing/mechanisms.html.

Determine If a Product Is Compliant

If a product category is covered by ENERGY STAR, then it must be ENERGY STAR-qualified to be eligible for Federal purchase. Products that meet ENERGY STAR specifications but have not earned the label do not qualify. FEMP sets minimum energy-efficiency requirements for many commercial products procured by the Federal Government that are not covered by ENERGY STAR. Products covered by FEMP must meet or exceed the relevant FEMP-designated efficiency requirements.

To determine if a product meets the efficiency requirements, follow these steps, which are diagrammed at right.

Step 1: Visit FEMP's Covered Product Categories page at www.femp.energy.gov/coveredproducts and choose the tab for the relevant covered-product category.

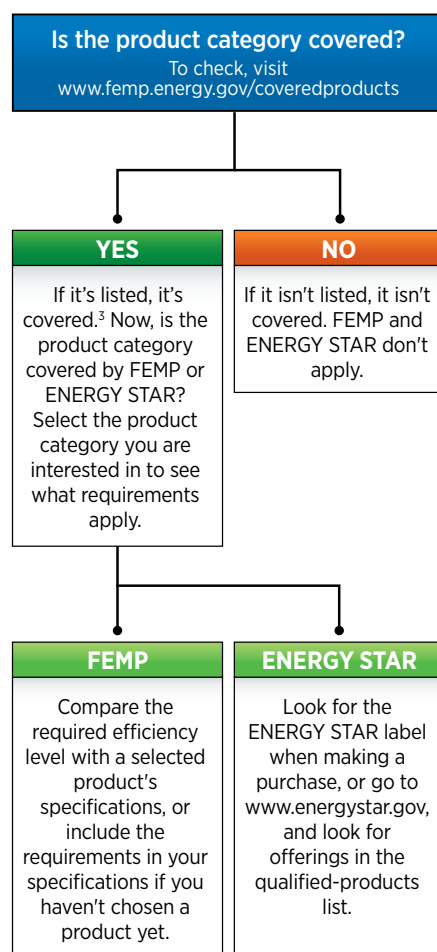
Step 2: Within the applicable tab, choose the product type and scroll down to the "Efficiency Requirements for Federal Purchases" table to find the relevant parameters for your type of product. This may be the capacity, fuel type, or other product characteristics. Compare the FEMP requirements from "Efficiency Requirements for Federal Purchases" with your product's technical specifications, keeping in mind that compliance must be determined based on the industry-recognized testing standards identified by FEMP. Any product that meets or exceeds the listed level meets Federal energy efficiency requirements.

When making a purchase, look for the performance of the product you've selected and compare it to the efficiency requirement. When specifying a product for purchase, make sure to specify the FEMP-designated efficiency requirement.



For a list of ENERGY STAR-qualified makes and models, visit the ENERGY STAR website,² select the product category in which you are interested, and look for the Qualified Products List. When making a purchase, look for the ENERGY STAR logo.

Determining Product Compliance



² See www.energystar.gov.

³ Within a covered-product category, products with certain characteristics (size, capacity, or fuel type) may not be covered. Refer to the relevant efficiency requirement to confirm coverage.

Resources

FEMP has a variety of resources available to further the purchase of energy-efficient products. They include:

- **Covered Product Categories List:** This list summarizes which product categories the Federal requirements cover (www.eere.energy.gov/femp/pdfs/eeprod_categories.pdf).
- **Buying Guidance:** FEMP provides tips to help procurement professionals select the right product, size it properly, install it correctly, and use it effectively (www.femp.energy.gov/coveredproducts).
- **Cost Calculators:** Calculate the impact of a purchase and get estimates on cost-savings payback times to help demonstrate the value of a purchase with FEMP and ENERGY STAR cost calculators (www.femp.energy.gov/calculators).
- **New and Underutilized Technologies:** FEMP has identified 50 new and underutilized technologies with demonstrated energy savings (www.eere.energy.gov/femp/technologies/new_technologies.html).
- **Outreach and Training:** FEMP offers information and training on energy-efficient product procurement. Live and on-demand sessions are available on the FEMP website (www.femp.energy.gov/training).
- **Commit to Efficiency Campaign:** When you commit to efficiency, you gain access to free training and technical assistance (www.femp.energy.gov/commit).
- **Standby Power Data Center:** FEMP's Standby Power Data Center has a database of products with manufacturer-reported standby power measurements and tells if products meet standby power requirements (www.femp.energy.gov/standby).

FEMP is here to help. Resources are consistently updated and supplemented, so visit the FEMP website at www.femp.energy.gov/procurement often. For more information, contact Amanda Sahl at amanda.sahl@ee.doe.gov.